

EXECUTIVE ASSISTANT TO THE CHANCELLOR

DEFINITION

Provides professional-level assistance to the Chancellor in his/her day-to-day leadership over the educational and business operations of the District and his/her representation of the District in the external community; coordinates legislative activities, particularly those concerning state educational program legislation and funding; and provides oversight and coordination of the Chancellor's Office staff.

TYPICAL DUTIES

Represents the Chancellor, as needed, to his/her various constituencies, particularly members of the executive staff and presidents, local business groups, elected officials, and state and federal agencies regarding District initiatives and legislative activities both for the purpose of gathering ideas and communicating the Chancellor's ideas on them.

Analyzes, summarizes, and evaluates information, internal and external reports, programs, and policies requiring the Chancellor's review to determine the soundness of objectives, District-wide impact, and political implications, briefs and makes recommendations to the Chancellor based on findings.

Conducts research on timely educational issues, especially those concerning student success.

Writes speeches, reports, directives, briefings, correspondence, and other communications containing informational, analytical, and evaluative content.

Coordinates District legislative initiatives on behalf of the Chancellor.

Monitors and evaluates national, State, and local government and legislative activities and provides timely information on public policy and legislative issues which affect the District's programs or policies; briefs and makes recommendations to the Chancellor based on findings.

Provides administrative direction over the communications, public relations, and external relations program of the District.

Assists the Chancellor by compiling data and preparing responses to inquiries from the Board of Trustees.

Serves as a member of the Chancellor's Cabinet and other committees designated by the Chancellor.

Develops and manages the budget for the Chancellor's Office.

Directs the daily operations and staff of the Chancellor's Office.

Oversees preparation of the Chancellor's calendar by secretarial staff and assists in the development of information needed for calendar events.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Executive Assistant to the Chancellor provides professional-level assistance to the Chancellor in his/her day-to-day leadership over the educational and business operations of the District and his/her representation of the District in the external community; coordinates legislative activities, particularly those concerning state educational program legislation and funding; and provides oversight and coordination of the Chancellor's Office staff.

DISTINGUISHING CHARACTERISTICS (Cont.)

An **Executive Assistant to the President** provides professional-level staff assistance to a College President by coordinating and/or performing a variety of on-going and special administrative and public relations projects which require a thorough knowledge of both the District's organization, policies, rules, and practices, as well as the policies, goals, and objectives of the College President and the College. This classification does not represent an administrative support classification at a clerical or paraprofessional level such as the classes of Executive Secretary and Executive Assistant.

SUPERVISION

General direction is received from the Chancellor. General supervision is exercised over the staff assigned to the Chancellor's Office.

CLASS QUALIFICATIONS

Knowledge of:

- Mission of community colleges and their place in the higher education landscape
- Interests and objectives of legislative, political, interest, professional, employee, student, and business organizations, and community groups impacting the District
- Policies, goals, objectives, and mission of the Chancellor and the District
- Principles and techniques of public relations and its role in advancing an organizational agenda
- Principles and objectives of shared governance
- Principles of conflict resolution and crisis management
- Research methods and techniques
- Practices and principles of educational administration, business administration, and public finance
- Organization, functions, and inter-relationships of various operating units of the District
- Federal, state and local laws, ordinances, and codes affecting community colleges
- Principles of supervision, training, and staff development
- Capabilities of computer applications, systems, and hardware used in educational institutions

Ability to:

- Independently plan and manage a variety of complex and diverse projects concurrently
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Establish and maintain effective working relationships with executives and administrative staff of the District, representatives of federal, state, and local public and private agencies, local business groups, and elected officials.
- Compile, analyze, evaluate, and summarize data addressing a wide variety of educational and administrative topics and issues, determine solutions and formulate recommendations
- Compose comprehensive and concise reports, correspondence, and informational materials on a wide variety of subjects using the full array of written, oral and visual formats and techniques
- Interpret and apply laws, rules, regulations, policies, and procedures to projects assigned by the Chancellor
- Exercise the authority of the position with diplomacy, honesty, integrity, humor, and tact
- Exercise initiative, discretion, and critical judgment
- Motivate, direct, train, and develop others

ENTRANCE QUALIFICATIONS

A **Well Qualified Candidate** will have:

- A Master's degree from a recognized four-year college or university.
- Five years of professional-level administrative staff experience which required:
 - Superior writing skills
 - Superior communications skills
 - Policy analysis
 - Legislative analysis
 - Development of recommendations
- Supervisory experience and work experience in an institution of higher education are desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.